



4 October 1977

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

STATINTL

FROM : [REDACTED]  
Executive Officer to the DDA

SUBJECT : Official Transportation During Weather Emergencies

1. The Logistics Services Division (LSD), OL is currently in the process of updating its emergency transportation plan which is to be implemented in the event that extreme weather conditions render public transportation immobile. The resources available to LSD in terms of drivers and vehicles equipped to cope with extremely hazardous road conditions are severely limited and are subject to the same constraints that frequently immobilize other forms of transportation.

2. You are requested to submit a list of individuals whom you feel should be afforded official transportation during weather emergencies -- limiting your list to those individuals who are absolutely essential to the continuing operation of this Agency. Also, designate an Office point of contact. Please forward your list, complete with name, title, address, and home telephone number, to this office by noon on 13 October 1977.

3. In the event that extreme weather conditions render all other forms of transportation immobile, your designated contact officer will be notified that the emergency transportation plan is being implemented and, in turn, each of the individuals on your list should be advised accordingly by the contact officer. It will then become the responsibility of each person who requires transportation to contact LSD on [REDACTED] and request this service.

STATINTL  
STATOTHR

cc: Chief, Logistics Services Division, OL

STATINTL

SPS - NO ONE

DDA - NO ONE

DDP - [REDACTED]

to update list.

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